INSTRUCTIONS

Personnel Update of Fall 2002 Due Diligence Data Related to VITA

AGENCY PERSONNEL SPREADSHEET

Personnel and Positions

List each full time or part time classified employee, wage employee or contractor that performs any duties in the personnel categories that are listed across the top of the spreadsheet. Data submitted should be current as of April 15, 2003. A description of each category appears as the mouse moves across each column header in the spreadsheet and are also included at the end of these instructions.

When current staffing has been completed on the spreadsheet, include any position or fraction thereof that was reported in the fall totals that is now vacant, been eliminated, or transferred to another classification.

- **Vacant Positions -** List each vacant full time or part time classified or wage position that when filled will perform any duties in the personnel categories that are listed across the top of the spreadsheet. Data submitted should be current as of April 15, 2003. In the "Name" field use "VACANT POSITION" and spread that resource across the personnel categories in the manner you expect that position would perform the duties in the personnel categories if the position were filled.

- **Eliminated or Transferred Positions -** List all contractors, and full-time or part-time classified or wage positions that have been eliminated or transferred to another classification since July 1, 2002, that when previously filled performed any duties in the personnel categories that are listed across the top of the spreadsheet. Data submitted should be current as of April 15, 2003. In the "Name" field use "ELIMINATED POSITION", or "TRANSFERRED POSITION", or "ELIMINATED CONTRACTOR" and spread that former resource across the personnel categories in the manner they previously performed the duties in the personnel categories.

Funding Source

For each position, please list all requested funding code information. Positions with split funding will require multiple lines.

Example:

Prog. Code	Sub Prog. Code	Element	Fund	Percentage
820	01	90	0600	50.00
849	02	90	0100	50.00

Note – 100% of each position's funding source must be shown

Exception Status

Please indicate employees that are on extended leave by selecting a code from the menu that appears when the mouse moves into the column header for exception status code field. An anticipated return date field is required for employees in an exception status, otherwise it should be left blank.

Other Tasks

This column should be used to account for work performed that is not described in another field or to account for time spent on non-IT tasks.

FTE Distribution

Distribute FTE percentages across all fields in which work is performed. Distribution totals should equal 1.0 for each FTE.

ADDITIONAL SUBMISSION ITEMS

In addition to the information listed on the spreadsheet, please provide an employee work profile (EWP – position identification information and job description portion only) and organizational chart for each position or group of positions. For wage positions, please provide the agency form used to describe duties performed by each wage employee. Job descriptions are not required for contractors. Electronic submission of these items in Word, Power Point, or Visio formats is preferred.

Finally, provide copies of any applicable employee contracts such as retention agreements, educational assistance agreements, current sign-on agreements, telecommuting agreements, and any other tenure or employee-employer agreement. For IT contractors, please send copies of the instrument used to procure their services, e.g., purchase orders, agency-specific contract.

DOCUMENT SUBMISSION

Requested documentation should be returned electronically to: duediligence@state.va.us

Submission of paper copies should be sent to: IT Data Collection
                                                 VITA Transition Office
                                                 110 South Seventh Street
                                                 Richmond, VA 23219

Personnel – Category Definitions

Category	Definition
CIO / CTO	Chief Information Officer, Chief Technology Officer, or Agency head of IT. May be more than one person if appropriate.
Planning and Managing	Staff time spent on technical planning and reporting activities such as efforts in Architecture and Design, Technical Engineering, Standards and Performance Management.
IT Audit	Staff time spent performing IT audits, ADP audits, IT security audits, IT risk assessments, etc.
IT Procurement	Staff time spent on the procurement aspects of creating, evaluating, negotiating and executing bid solicitations and associated contracts. Do not include staff time spent performing technical content, review and evaluation of bid solicitations.

Technical Desktop Support	Staff time spent providing end-user workstation support. This includes Tier 2/3 technical support for end user devices including workstations, laptops, printers, network connectivity, software and hardware support.
Technical Mainframe Support	Staff time spent on the provisioning and support of all mainframe platforms, including systems programming, user administration, backup/recovery, License Management, NOS/OS, disk/file management, Tier 2/3 technical support.
Technical Midrange and Server Support	Staff time spent on the provisioning and support of all midrange and server platforms (including file/print servers), including systems programming, user administration, backup/recovery, License Management, NOS/OS, disk/file management, Tier 2/3 technical support.
Technical Network Support	Staff time spent on LAN data services, including provisioning and support of network hubs, switches, routers and other data communications Customer Premise Equipment, and associated Tier 2/3 technical support.
Database Administration	Staff time spent on all aspects of database development and administration.
Help Desk	Staff time spent on service or help desk activities, including Tier 0/1 assistance, call logging and reporting.
Technical Security	Staff time spent on activities related to security provisioning and support (e.g. firewall, authentication, encryption, etc.), as well as other risk mitigation exercises such as business continuity planning and disaster recovery planning.
Telecommunications	Staff time spent on all voice, data and video services, including telecommunications circuits and services and premises equipment (e.g. PBX, ACD, CODEC, Conference Bridge, mobile radio, wireless, etc). Also include any staff time spent on WAN data telecommunications services.
GIS	Staff time spent on systems, applications and data development/acquisition associated with GIS.
IT Admin Support	Staff time spent in direct support of IT resources in the areas of clerical / administrative assistance, reception, etc.
IT Other Support	Staff time spent in direct support of IT resources in the areas of finance and budget, human resources, training and other similar roles.